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ABSTRACT

Listed in the document are specific building needs for the handicapped. It is explained that the detailed survey forms can be used to determine building accessibility for a wide range of handicapping conditions. Survey information includes the specific building need (e.g. 12 foot wide parking space) and the letter code for affected function. Space is provided to check whether the standard is met or not. Specific areas covered include parking, ramps, railings, steps, doors, telephones, toilets, kitchens, laundries, swimming pools, supermarket check out lanes, and transportation. Information is indexed according to type of impaired function (e.g. crutches and long leg braces, blind, and unusually short or tall); specific school settings (e.g. cafeterias, gymnasium); and miscellaneous locations (such as eating places, public rest rooms and public buildings). (CL)

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ED140535

BUILDING NEEDS FOR THE HANDICAPPED

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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CODE LETTER	GROUPINGS OF HANDICAPS BY IMPAIRED FUNCTION
A	Wheel chair user with good arm function
B	Wheel chair user with poor arm function
C	Crutches and long leg brace(s) (One or both legs braced from waist or hips down)
D	One or 2 crutches (any type), one or 2 canes (any type) with or without short (from knee down) leg braces
E	Walker (Walkerette)—Rigid or hinged for movement, with or without brace(s)
F	Limited function in leg(s) only
G	Limited function in arm(s) and leg(s)
H	Limited function in arm(s) only
I	Medical handicap (cardiac, respiratory, problems of aging, etc.)
J	Language disorder (inability to read warning or directional signs)
K	Height—*UNUSUALLY* short or tall
L	Blind or with insufficient sight to permit eyes to guide body, read signs
M	Hearing handicap insufficient to hear warnings, speech (Deaf or hard of hearing)

INDEX BY CODE FOR IMPAIRED FUNCTION

(NOTE: Dash between two numbers includes the first & last numbers and all numbers between; numbers refer to building needs.)

A	1-20, 24-30, 33-50, 54-73, 75-82, 84-95, 100-111, 113-122
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YOUR CHALLENGE

Without malice aforethought, or even awareness, man has built schools and homes and public buildings and State Parks and rest rooms and motels and curbs and restaurants which bar access or limit use, and actually introduce hazards to an estimated one in ten of our total citizenry. This document was developed to literally "open the doors" and insure safety for Vermont's one in ten - the blind and the visually handicapped, the deaf and the hearing handicapped, people with medical problems which limit endurance for steps, those with mobility problems with or without the need for assistive equipment such as crutches, canes, walkers and wheel chairs, the unusually tall or the very short.

THIS MATERIAL IS SENT TO YOU WITH A CHALLENGE FOR ACTION!

ARCHITECTS - To initiate consideration by anyone building.

DOCTORS - To assist patients and their families make housing adjustments to accidents or illness.

EDUCATORS - To make it possible for "mainstreamed students" to make full use of any school resources like all other students and to facilitate post-secondary planning.

HOME HEALTH AGENCY STAFFS - To have the data needed to guide disabled patients in needed home modifications.

HOSPITALS - To remove architectural barriers that your facility may not only be accessible to all disabled patients, but serve as a model for patients, visitors, physicians, employees alike.

REHABILITATION AGENCIES - Like hospitals, to guide and set patterns for barrier-free buildings for all kinds of handicaps.

TEACHER TRAINING INSTITUTIONS - To initiate the concept of building barriers and their solutions so future educators will be attuned to the flexibility needed in adjusting to students with special needs.

AGENCIES WITH FOCUS ON EMPLOYMENT OF THE HANDICAPPED - To evaluate possible employment sites.

THIS PRINTING IS LIMITED

IT CANNOT BE REPEATED

THIS MATERIAL WILL NOT BECOME OUT-DATED

SHARE IT

USE IT

GUARD IT FOR FUTURE USE

BUILDING NEEDS for the HANDICAPPED

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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BUILDING NEEDS for the HANDICAPPED

DEVELOPED UNDER A FEDERAL GRANT
of
TITLE III of the ELEMENTARY AND SECONDARY EDUCATION ACT
IN CONJUNCTION WITH
THE WINDHAM SOUTHEAST SUPERVISORY UNION
BRATTLEBORO, VERMONT
1974-75

This Title III project, entitled "VOCATIONALLY ORIENTED SCHOOL PLANNING FOR THE HANDICAPPED - KINDERGARTEN THROUGH GRADE XII" was designed to develop a series of "systems" to assist all regular school personnel in planning for the after school years consisting of work for most, and sustaining life interests - identified, stimulated and developed in school - for the few whose handicaps limit or prevent work and/or real community participation. Since access to and full use of school and community resources are essential both during the period of life covered by the project and in post-secondary training and/or employment/living, "BUILDING NEEDS FOR THE HANDICAPPED" was developed as a part of the project to serve as a guide, as a way to avoid the creation of needless barriers in new buildings, and the elimination of some barriers in existing buildings.

The balance of this project is described in a separate document bearing the name of the project. "BUILDING NEEDS FOR THE HANDICAPPED" has been printed separately to facilitate its potential use in the entire human community and for the benefit of all of its citizens for whom architectural barriers may prevent access and use of areas readily open to others. The people responsible for the total project are listed below; those marked with an asterisk, for BUILDING NEEDS. People with handicaps checked both building needs and the coding - bracketing for accuracy and completeness and this final version includes their recommendations.

AREA OF EXPERIENCE	NAME	LOCATION
ADAPTIVE PHYSICAL EDUCATION	SUSAN DE CAROLIS	BOMOSEEN
VOCATIONAL-TECHNICAL EDUCATION	EDWARD PERKINS	BRATTLEBORO
DIVERSIFIED OCCUPATIONS - SPECIAL EDUCATION	CHRISTINE MORGAN	ESSEX JCT.
CAREER EDUCATION - STATE DEPT. ED.	WALTER FAULKNER	MONTPELIER
" " " " "	BARBARA GUTHEIL	"
GOV.'S COMM. ON EMPLOYMENT of the HANDICAPPED	EDWIN SCHNEIDER *	BURLINGTON
EMPLOYMENT SECURITY - STATE	THEODORE HEBERT	MONTPELIER
WORK WITH DEAF - BLIND-DEAF - HARD of HEARING	JOAN SONNEBORN	RUTLAND
SPECIAL SERVICES - STATE LIBRARY	DOROTHY ALLEN	MONTPELIER
MENTAL HEALTH - SCHOOL CONSULTANT	DAVID RITTER	RUTLAND
ORTHOPEDICS - STATE HEALTH DEPT.	DR. MAUREEN MOLLOY	BURLINGTON
PHYSICAL THERAPY	LELAND BENGER	RUTLAND
STATE RECREATION	GEORGE PLUMB	MONTPELIER
REHABILITATION NURSING	ELIZABETH MEIKLE	BURLINGTON
" MEDICINE	DR. DOROTHY FORD *	"
SCHOOLS: VOCATIONAL-TECHNICAL SCHOOL	ARTHUR WILLIAMS *	RUTLAND
SCHOOLS: ELEMENTARY TEACHER	JEANNE McWATTERS	BENNINGTON
SCHOOLS: CONSULTING TEACHER	CARL MAZZARIELLO	MANCHESTER
SCHOOLS: ELEMENTARY PRINCIPAL	LORETTA BERGEN	PERKINSVILLE
SCHOOLS: " GUIDANCE COUNSELOR	VICKI HORNUS	SPRINGFIELD
SCHOOLS: SCHOOL NURSE CONSULTANT - STATE	CAROLYN HARRIS	BURLINGTON
SPECIAL ED. CONSULTANT - MENTALLY RETARDED	WILLIAM HALLORAN	MONTPELIER
" " " - VISUALLY HANDICAPPED	JANICE JOHNSON *	WILDER
TEACHER BLIND MULTIPLY HANDICAPPED	SHIRLEY BOOTH	RUTLAND
VOCATIONAL REHABILITATION - STATE	BARBARA GREENWOOD	SPRINGFIELD
" " "	FRED HEBERT	"
PROJECT COORDINATOR (REHAB. EXPERIENCE)	EMILY SHELDON *	RUTLAND

PLANNING COMMITTEE

BURTON ELDRIDGE - Ass't. Supt.)
EDWARD PERKINS - (See above)) WINDHAM SOUTHEAST
JOHN GOSS - Guidance Dir.) SUPERVISORY UNION
EVERETT DIMICK - Voc.-Tech.)

JEAN GARVIN - DIR. SPEC. ED. STATE DEPT. ED.
EMILY SHELDON - PROJECT COORDINATOR

RATIONALE

Possibly as an outgrowth of actions increasingly apparent in the last decade - the attempt to eliminate racial discrimination, reduce the de-humanizing elements of mechanization and the impact of too much emphasis on materialism - a Pandora's box has been opened in the matter of all human rights to the end that past discriminatory tendencies have been aired and minority groups have both organized protests and initiated court action. Thus, we are now taking a hard look at the basic human rights of all groups.

No group illustrates this more clearly than the handicapped who have been suspended or barred from schools, whose access to and use of buildings has been prevented or limited by man-made building barriers, who have been excluded from consideration in much of the work world on the excuse of increasing insurance rates in spite of their exemplary accident rate, and whose socialization, recreation and cultural needs have not been considered in planning for parking, suitable walks, and the absence of building barriers to permit entrance and full use of many community resources by all - whether using crutches, in wheel chairs, deaf, blind, unusually tall or short or medically limited. BUILDING NEEDS FOR THE HANDICAPPED spells out the specifics of their unique needs.

Thomas Wolfe wrote: "To every man his chance - to every man, regardless of birth, his shining, golden opportunity. To every man the right to live, to work, to be himself, and to become whatever thing his manhood and his vision can combine to make him. This is the promise of America". This promise can be fulfilled for people with handicaps, one out of ten of our citizens, only when man's thoughtless inhumanity to man is eliminated, and buildings are built barrier-free.

DUPLICATION RIGHTS

This document was developed to help people with handicaps by guiding all of the many people responsible for planning, designing, financing and building buildings. Therefore, any part of it may be duplicated in keeping with this purpose. Staples, and bindings have been omitted to expedite duplication, and an extra set of Indexes, listing what is included on the cover flaps is next to the back cover so this, too, may be duplicated when inquiries are sent. When any part or parts are incorporated into a written document, independent of this one, written acknowledgement shall be made to the Title III project listed on the cover page.

THE NATIONAL POLICY FOR A BARRIER FREE ENVIRONMENT

April 24, 1974

"In the United States today it is estimated that one out of ten persons has limited mobility due to a temporary or a permanent physical handicap. Improved medical techniques which provide some mobility where it was not possible in the past, and an expanding population of older persons is increasing this number every year. Yet in general, the physical environment of our Nation's communities continues to be designed to accomodate the able-bodied, thereby increasing the isolation and dependence of disabled persons. To break this pattern requires a national commitment.

Therefore, it shall be national policy to recognize the inherent right of all citizens, regardless of their physical disability, to the full development of their economic, social and personal potential, through the free use of the manmade environment.

The adoption and implementation of this policy requires the mobilization of the resources of the private and public sectors to integrate handicapped people into their communities."

(This policy has been endorsed as national policy by the National Easter Seal Society for Crippled Children and Adults, the President's Committee for Employment of the Handicapped, The American Institute of Architects, and the Paralyzed Veterans of America.)

INTRODUCTORY NOTES

- While these building needs were developed for students with special needs (K-12 and post-secondary), there was deliberate consideration of all ages and all handicaps because students do grow up and could become part of the school faculty or personnel of the future, present faculty or students could become disabled, and all handicaps need to be considered if barrier-free buildings are to be constructed.

- Actual building measurements given apply to children and adults as well; equipment or furnishings may need to be changed according to the size of the disabled user.

- Increased costs to meet these building needs in NEW CONSTRUCTION have been estimated to be from 0-1% (Exception: elevator).

- This document includes all building - parking - transportation needs for any handicapped person to attend school, work, church, recreational facilities, professional office, libraries and public buildings; and manage in all kinds of living arrangements.

IT REPRESENTS THE IDEAL.

THE IDEAL SHOULD BE INCLUDED IN NEW BUILDING CONSTRUCTION.

MODIFICATIONS CAN BE MADE, AND OFTEN INEXPENSIVELY, TO REMOVE OR REDUCE SOME BARRIERS IN EXISTING BUILDINGS SUCH AS:

1. Loud whistle, and someone informed about reason for use, to indicate need for help in bathroom or elevator.
2. Switch of classrooms to accommodate the person with special needs from floor to floor to avoid stairs; from one room to a larger one to allow space for a wheel chair; from one room to one with fewer hazards for the the visually handicapped, or with better acoustics or light for the hearing handicapped.
3. The initial purchase of adjustable, moveable, separate desks and chairs to meet the needs of any student, handicapped or not, at all times.
4. Survey of all bathrooms in order to select the one which accommodates a wheel chair user with the fewest changes.
5. Long extension on telephone used by students to be accessible to wheel chair user and in private, or in school with many telephones, have one at suitable height for wheel chair user, short person, etc.
6. Removal of one or more front and/or back row seats in an auditorium for use by wheel chair users or people with long leg braces and crutches.
7. Magnet door closers on bathrooms to avoid need to add or change locks.
8. Buddy system to alert deaf or blind student of fire alarm; to write out student loud speaker announcements for the hearing handicapped.
9. Paper cups available to wheel chair user or very short persons if drinking fountain is too high.
10. Removal of toilet stall partitions when space is inadequate for wheel chairs but with curtain added for privacy.
11. Ordinary pipe with elbows, or heavy duty handle or towel bar - all securely installed - to serve as grab bar where needed.
12. Moving of toilet room accessory holders to suitable levels as described.
13. If overhead lighting is insufficient to meet the special needs of the visually handicapped, a high-intensity lamp could be used.

14. A large sewing thread spool, installed with a long screw, makes a good and easy-to-use "hook" for a book or supply bag in a toilet stall.
15. Students in Area Vocational-Technical Centers, as part of their course work and if so authorized by proper authorities, might install or extend railings (many are too short to enable a crutch walker to manipulate the first or last step), build ramps, put up grab bars, lower toilet room accessory holders, etc. Maintenance workers likewise may remove barriers with the authorization of the school. Foot stools to improve sitting posture, removal of desks for wheel chair users, etc. require little time or expenditure.

- Funds, allocated for handicapped students in <u>vocational education</u>, are available from the Department of Vocational Education, State Department of Education, Montpelier, Vt. (Telephone: 828-3101) for expenses such as changing the height of a work bench or the level of a machine, etc. used in an area Vocational-Technical Center.

- Many building needs, planned for the handicapped, actually benefit everyone. An example is an elevator, installed for the handicapped, benefits Maintenance workers, teachers carrying supplies, etc. A ramp is easier to manage than steps when entering a building with an armful of books, food, etc.

- This document should be helpful to planner-designer-architect without relating to specific impaired functions since building plans should include all possible users.

- Building costs met in whole or in part with public funds - Municipal, County, State or Federal - must be barrier free, and at least equal to the American Standards Association Specifications A 117.1 - 1961 "Making Buildings and Facilities Accessible, and Usable by, the Physically Handicapped".

<u>LAW REFERENCES</u>

FEDERAL - Public Law #90-480 90th Congress, August 12, 1968

The term "building" means any building or facility "the intended use for which either will require that such building or facility be accessible to the public, or may result in the employment or residence therein of physically handicapped persons".

(1) New construction or alteration in behalf of the U.S. Government.
(2) Buildings to be leased in whole or in part by " " " .
(3) To be financed in whole or in part by a grant or loan of the U.S.

VERMONT - Act #253 - 1973 (State Department of Education responsible for school construction; Department of Labor & Industry for other construction). The Vermont law also specifies that there be a "reasonable number of free, designated parking places in an accessible location for use by the physically handicapped people patronizing the building; that public buildings have ramps thereto unless such building as determined by the State Building Director, after consultation with the Governor's Committee on Employment of the Handicapped, would not normally be used by the handicapped."

SUGGESTED USE OF THE DOCUMENT

FORMAT

Each page is arranged as follows:

SPECIFIC AREA COVERED	# (of building need)	BUILDING NEED (DESCRIPTION)	LETTER CODE FOR FUNCTION AFFECTED	INQUIRY ANSWERS MET / NOT MET

BRACKET

If letter code is bracketed, that is with parenthesis marks, it means that building need is essential for the code letter(s) listed.

COVER FLAPS

Both front and back covers are made with cover flaps to facilitate use of INDEXES with the many building needs (not page numbers).

FRONT COVER FLAP

Contains the "Groupings of Handicaps by Impaired Function" together with a letter code for each at the top; an "Index by Code for Impaired Function" at the bottom. For example, after Building Need #1 pertaining to the width of parking spaces there is an "A" together with other code letters. The "A", and this is within a bracket, means that this building need is essential for a person with good arm function who uses a wheel chair. For Building Need #57, pertaining to a toilet flush lever, the "A" is not bracketed which means it would be helpful but is not essential.

To use front cover flap open document flat to page wanted. On the left will be a plain page (the back of a printed page). Cover this page with front cover flap for ready reference to Building Needs on right page. With each change of page follow same procedure.

BACK COVER FLAP

Contains Indexes relating to schools at the top - first a comprehensive one and then a specific one for school building areas or equipment; Residential, or only the dormitory part of a residential school, in the middle; a Miscellaneous Index at the bottom.

To use merely open out the cover flap so it extends and stays out beyond right pages when the document is open.

INQUIRY PAGE ("Inquiry on Parking, Accessible Entrance & Full Use of a Building,etc.")

EXAMPLES OF USES:

1. A Guidance Counselor is working with a student whose handicap requires special scrutiny of building provisions during post-secondary training. A college of the student's choice is being contacted. The Guidance Counselor would make a copy of the entire document starting with "Suggested Use of Document", fill in her/his name and address at the left of the INQUIRY page, the college's name and address at the right, check the first item under General Need for Inquiry, and put the code letter which describes the student's impaired function, and check the specific need(s) of the inquiry. This would give the school all it needs to know. The school, in turn, would study the Building Needs which apply (Educational Planning - Post-Secondary

would have been checked) as shown at the top of the back cover flap Index, and mark after each Building Need if "met" or "not met" and return to the sender.

2. The Governor's Committee on Employment of the Handicapped, or a Vocational - Technical Center wants to learn from an employer if a place of employment is accessible to and could be used by a person with a handicap. Basically the procedure described under #1 would be used except that "Work Planning" would be checked and the Index at the bottom of the back cover flap, "Place of Employment", would be used.

3. A civic group plans to have a volunteer group in each of the counties bordering on Route 7 in Vermont make a survey of public rest rooms to learn if they are accessible to the handicapped. The second part under "General Need for the Inquiry" would be checked, then "Public Rest Rooms", as the specific need, and the Index at the bottom of the back cover flap would list the building needs numbers.

COMPREHENSIVE INDEX LISTINGS

In the different Index listings, all items pertaining to FULL USAGE will be included. For example, a recreational facility will include parking, walks, building access, wheel chair space out of aisles, lighting, acoustics, rest rooms, etc.; a dormitory, parking, access and full use including bath rooms, lunch or dining rooms, kitchen, commons, washer-dryer, etc.

BARRIER SURVEY BY UNTRAINED PERSONS

An effort has been made to have all building needs specific; to have those which are extra difficult to understand marked with an asterisk * showing there is a picture in the back. A further way to insure adequate checking is to borrow or rent a wheel chair and use same as a real way of making a survey for handicaps in walking. Also, it improves efficiency and observations for people to work in pairs with one making measurement, the other recording, and both discussing needs and what has been observed.

BUILDING BARRIERS FOR ALL HANDICAPS

From the Indexes by impaired function it is quickly apparent that building barriers increase as the mobility of people decreases. However, even though few barriers affect the hearing impaired, for example, the lack of suitable lighting and proper acoustical treatment can entirely preclude communication and thus much learning if the building is a school; directional or warning signs are of no use to the reading or visually impaired; an improperly placed door closer could cause serious injury to the abnormally tall, etc.

REFERENCE TO TRADE NAME, MANUFACTURER, DEALER

Such references are made not to promote a product but to clarify a building need by indicating a trade name, manufacturer or Vermont dealer reference. For each one listed, and this is done primarily in connection with plumbing supplies, there may be others. The design and specifications are what is important in this document.

PAGE NUMBERS

Pages in the body of the "Building Needs for the Handicapped" are numbered "1BN" to differentiate page one in this document from page one in the document for the balance of the Title III project. Pages are numbered as an extra way for quick reference. However only the "GENERAL INDEX BY BUILDING AREAS" refers to pages as well as Building Needs numbers. All other Indexes refer to Building Need numbers only.

GENERAL INDEX

(see Cover flaps for other Indexes)

	BUILDING, ETC. AREAS	PAGE(S)	BUILDING NEED NUMBER
A	Acoustics	16BN	96, 97
	Aisles	18BN	108
C	Cafeteria Serving Line	17BN	100
	Chalkboard	18BN	107
	Coat Racks - Student Storage	19BN	113
	Corridor Length	19BN	112
	Corridor Width	19BN	111
D	Doors	3BN, 4BN	27 through 40
	Drinking Fountains	6BN, 7BN	46
E	Electric Outlets	16BN	92
	Elevators	5BN, 6BN	43 through 45
	Essential Controls & Equipment	8BN	48 through 50
	Exits	17BN	105
F	Fireplace	16BN	95
	Floors	5BN	41, 42
	Furniture (Bed & Chair Heights)	16BN	91
G	Garage	16BN	93, 94
	General Suggestions on Controls	15BN	83
H	Head Clearance	17BN	99
I	Identification	8BN	53
	Intercommunication Systems	17BN	98
	Interfaces between Buildings	1BN	6 through 9
	Invalid Stickers	17BN	104
K	Kitchen	15BN, 16BN	84 through 88
L	Laundry	16BN	89, 90
	Level Platform by Entrance Doors	3BN	24 through 26
	Lighting Levels	8BN	52
P	Parking	1BN	1 through 5
	Place of Assembly	18BN	106
R	Railings	2BN	16 through 20
	Ramps	2BN	10 through 15
S	Showering and Bathing	11BN through 15BN	68 through 82
	Steps	3BN	21, 22, 23
	Supermarket Check-Out Passage	17BN	101
	Swimming Pool	19BN, 20BN	114
T	Table & Desk Heights for Wheel Chairs	18BN	110
	Telephones	7BN	47
	Toilet Rooms	8BN through 11BN	54 through 67
	Transportation (Planes, Trains, Bus, Car)	20BN through 22BN	115 through 121
	Trouble Warning Light with Buzz	17BN	103
	Turnstiles	17BN	102
W	Warning Signals	8BN	51
	Work Space for Wheel Chairs	18BN	109

INQUIRY ON PARKING, ACCESSIBLE ENTRANCE & FULL USE OF A BUILDING OR PARK BY PERSONS OF ANY AGE AND WITH ANY TYPE OF HANDICAP

TO: _____ FROM: _____

(Name, organization, street address, Post Office, Zip, Telephone)

GENERAL NEED FOR INQUIRY

_____ This inquiry pertains to the needs of ONE HANDICAPPED PERSON whose function is characterized by the code letter ____ as explained in "SUGGESTED USE OF DOCUMENT" for the purpose(s) checked below.

_____ This inquiry relates to an ARCHITECTURAL BARRIERS SURVEY defined below.

SPECIFIC NEED(S) FOR INQUIRY

_____ CAMPING (Buildings, rest rooms, paths, terrain)
_____ CLERK'S OFFICE (Town or City)
_____ CLINIC SITE
_____ COURT (Federal, County, District or Municipal)
_____ CULTURAL EVENTS (Site of concerts, plays, museum, movies, etc. plus parking, rest room facilities & extra space for wheel chair)
_____ DENTIST'S OFFICE (including rest room, elevator)
_____ DOCTOR'S OFFICE (" " " ")
_____ EATING PLACE (including public rest room)
_____ EDUCATIONAL PLANNING (access to all areas of training, rest rooms, nurse, cafeteria, library, auditorium, gym, etc.)

_____ PRE-SCHOOL
_____ ELEMENTARY
_____ SECONDARY
_____ POST SECONDARY (college, technical school, other)

_____ HAIRDRESSER OR BARBER
_____ HOSPITAL (x-ray, laboratory admissions, billing, patient areas, rest rooms, lunch room)
_____ INTERNAL REVENUE OFFICE
_____ LAWYER'S OFFICE
_____ LIBRARY (including rest room)
_____ LIVING UNIT (Home, Apartment, Dormitory)
_____ MOTOR VEHICLE OFFICE
_____ OVERNIGHT ACCOMMODATIONS
_____ POLICE STATION
_____ POST OFFICE
_____ PUBLIC REST ROOMS (Municipal, Service Stations, Inns, etc.)
_____ RECREATION (as observer or participant; inside or outside recreation)
_____ RELIGIOUS PARTICIPATION
_____ SPORTS EVENTS (as observer; inside or outside)
_____ WORK PLANNING (Field trip, work exploration, possible employment)
_____ OTHER:

LOCATION OF RELEVANT INDEX

_____ INDEX BY CODE FOR IMPAIRED FUNCTION (FRONT COVER)
_____ SCHOOL INDEX (Comprehensive or Specific);
_____ RESIDENTIAL; _____ MISCELLANEOUS
(BACK COVER)

SPECIFIC AREA COVERED	#	BUILDING NEED	LETTER CODE FOR AFFECTED FUNCTION (BRACKET-ESSENTIAL)	INQUIRY ANSWERS CHECK HERE IF MET	CHECK HERE IF NOT MET
PARKING	1	12 FT. WIDTH PARKING SPACE (to permit wide open door, wheel chair passage, spread space for crutches. It shall be designated for the handicapped.	(ABCE) *(4 pictures marked #1a, #1b, #1c, #1d)		
	2	GRADE - no pitch & no difference in levels	(ABC)DEFG		
	3	NATURE OF SURFACE hard, compact, smooth, uniform & non-skid	(ABCDEF)G		
	4	PROXIMITY & ACCESSIBILITY to useable entrance	(ABCDEFGI)L		
	5	SAFETY FROM ice, roof slides, deeply piled snow	(ABCDEFGILM)		
INTER-FACES BETWEEN BUILDINGS	6	CURB BREAK Elevations greater than 1/2" require ramping. With curb heights 4" - 8" a break required with minimum width of 36"; minimum length of 1 ft. for every 1" elevation; textured surface at sidewalk entry to curb break and at entry to vehicular traffic to warn the blind. If curb height requires ramp to extend into sidewalk, thus creating hazard for any pedestrian, and sidewalk width is sufficient to accomodate same, a parallel ramp with rail could be built at street side of walk. Textured surfaces around same needed to alert the blind (much like city subway entrance concept).	(ABCDEF)G(IL) *(1 picture marked #6)		
	7	WALKS WIDTH - 48" (For long walk or ramp 60" needed for 2 wheel chairs to pass. Grade - Maximum 5% or 0.6" rise per 1' length) Poles supporting over-walk awnings or sign posts offer real hazard to the blind.	(ABC)		
	8	SURFACE - Compacted, smooth & non-skid.	(ABCDEFGL)		
	9	SAFETY - Freedom from snow or ice accumulation, ice or snow roof falls (snow removal critical to blind because it covers clues)	(ABCDEFGILM)		

SPECIFIC AREA COVERED	#	BUILDING NEED	LETTER CODE FOR AFFECTED FUNCTION (BRACKET=ESSENTIAL)	INQUIRY ANSWERS	
				CHECK HERE IF MET	CHECK HERE IF NOT MET
RAMPS INDOORS OR OUTDOORS (NOT TO SUPPLANT STAIRS; BOTH MAY BE NEEDED)	10	GRADE - For every 1" rise a minimum ramp length of one foot (1" elevation to 20" ramp length considered optimal)	(ABCDEF)G(IL)		
	11	WIDTH - 48" minimum (60" needed for 2 wheel chairs to pass)	(ABC)E		
	12	LEVEL REST PLATFORM - Every 30 ft.	(AB)CEDFGI		
	13	TURN IN RAMP - level platform (48" x 60" or 60" x 60") before resuming elevation	(AB)CDEFGI		
	14	EXTERIOR RAMPS: CONCRETE should have a brushed surface to make them non-slip (metallic aggregate may be added to concrete) WOOD ramps should have boards going crosswise with spaces between boards for drainage and traction and have an abrassive finish.	(ABCDEF)GL		
	15	INDOOR OR OUTDOOR RAMPS MUST HAVE RAILINGS. See "RAILINGS" next for details. (Railings needed for support for people with mobility problems; directional clues for the blind.	(ABCDGHIL)		
RAILINGS (INDOORS OR OUTDOORS)	16	RAILINGS should be 42" with intermediate rails at 10" and an offset hand rail at 32" for children, wheel chair users, crutch walkers on ramps - 10", 32", 42"; on steps, 32" measured from nose of tread.	(ABCDEGIL)		
	17	NUMBER - Required on both sides unless there is a wall on one side which should have single 32" hand rail.	(ABCDF)G(IL)		
	18	CHARACTER - Round & 1½" outside diameter with minimum clearance to wall of 1½" to permit grip	(ABCDFGIL)		
	19	EXTENSION - One foot horizontal extension top & bottom - If extension extends into space, end shall be rounded back for safety.	(ABCDFGIL) *(1 picture marked #19)		
	20	ANCHORAGE - Railings should be securely anchored to withstand full weight of adult without flexure.	(ABCDFGIL)		

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STEPS	21	NOSE - No extending nose where riser meets tread	CDEFGL *(3 pictures marked #21a,21b,21c)		
	22	RISER - Maximum 7" high & uniform in height, TREAD Depth = 24" or 25" minus 2 times riser height	CDEFG		
	23	RAILS - 32" from tread at front edge of step & well anchored	CDEFGIL		
LEVEL PLATFORM BY ENTRANCE DOORS	24	WIDTH - 1 ft. wider than door opening on each side	(ABC)DEFGI(L)		
	25	DOORS OPENING IN - 3 ft. deep level platform OUTSIDE	(ABC)E		
	26	DOORS OPENING OUT - 5 ft. deep level platform OUTSIDE	(ABC)E		
DOORS	27	THRESHOLD - low as possible (3/4") and beveled at both edges	(ABC)DEFGL		
	28	OPENING - 32" Clear (34"-36" door allows 32" free opening) (Doors, any type, should be left fully open or closed to avoid hazard for blind)			
	29	MAXIMUM DOOR OPENING PULL - 8 lbs. with single effort (heavier doors require stronger closers resulting in greater pull for user)	(ABCDEFGHI)		
	30	HARDWARE Lever type handle preferred	BCDEF(GH)		
		Lever or knob 34" from floor	(AB)K		
		LOCKS - For lever type, separate lock & turn lever; for knob, push lock without turn or separate lock and turn lever	BCDEGH		
	31	ON DOOR LEADING TO DROP OR OTHER HAZARD either the lever, knob, or crash bar should be knurled to warn the blind	(L)		
	32	DOOR CLOSER should be door mounted rather than jamb mounted so as not to project into door opening to present hazard to the blind or the extra tall	(KL) * (2 pictures marked #32a,32b)		
	33	On exterior & interior doors used often for wheel chair users, and on side toward which door closes, a knob, small grab bar or small block of wood should be installed on hinge side at knob height so wheel chair user can close door easily	AB *(1 picture marked #33)		

Cont'd on next page

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DOORS Concluded	34	WINDOW IN DOOR - There should be a window of shatter proof glass in all doors with both high enough for standing person & low enough for child or wheel chair user to avoid unexpected collisions, (approximately 26" from floor extending upward 3-4 ft. and on side of handle.)	ABCDEFGKL *(1 picture marked #34)		
	35	DOOR CLOSERS - Time delayed door closers recommended	ABCDEFG(L)		
	36	AUTOMATIC DOORS (sliding, swinging, treadle operated) IDEAL!	ABCDEFGHI		
	37	DOUBLE LEAF DOORS - One leaf must leave minimum of 32" clear opening	(ABCE)		
	38	DOUBLE DOORS WITH VESTIBULE BETWEEN - If passage between doors not wide enough to permit wheel chair user to move to side allowing closing of one door & opening of the other, passage must be long enough for wheel chair & clearance for width of door swinging into passageway (48" for wheel chair plus width of door. "Double door trap" is common label for doors so close together that wheel chair user is trapped between)	(ABE)		
	39	CLOSET DOORS - Width of closet same width as door to avoid blind areas which can't be seen or reached. Bi-fold, accordion or double-sliding doors preferable to swinging door. Coat hanger bar should be 54" from floor; shelf 2" above bar. Low shelf 8" from floor.	ABCDEFGHL		
	40	DOOR MATS - Must be recessed flush with adjacent surfaces with small openings & of such composition & construction to avoid throwing a crutch walker off balance, impede passage of wheel chair user or trip the blind, and stable so as not to curl away from floor or slip; or rubber mat with beveled edges placed on floor.	(ABCDEFL)		

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FLOORS	41	LEVELS - Floors on a given story should be on a common level throughout or be connected by a ramp with minimum of 1 ft. in length for every inch of elevation with appropriate hand rails.	(ABDE)		
	42	SURFACES shall be non-slip, devoid of any kind of wax. Asbestos vinyl is dirt resistant and does not require waxing. If carpet is used it should be short, dense pile without padding. If padding is essential, should be no greater than 1/4". Extra care needed to secure carpet at places of carpet seaming to avoid tripping or throwing a crutch or unstable walker or the blind	(ABCDEFG)L		
ELEVATORS	43	ELEVATORS shall serve entry and all publicly used levels and shall be self leveling at each floor, and the gap between the cab floor and the floor level should be narrow enough to prevent a crutch or cane tip, wheel chair swivel wheel, or heels from catching or falling into gap.	ABCDE		
	44	CAB - Minimum size 4' x 3' with door on 3' end; larger size preferable & may be required by various regulatory agencies (added size would be essential to accommodate person in body cast and on a stretcher; wheel chair user with one leg extended) Floor shall be non-slip.	(ABC)		
Cont'd on next page	45	CONTROLS - All controls, inside & outside of cab including emergency controls & telephone (which need standardized location), shall not exceed 44" from floor, and shall be mounted horizontally, and shall have raised or recessed markings for the blind. (Because of	(AB)CGH(K)L *(1 picture marked #45)		

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ELEVATORS Concluded		the need for the blind to finger all controls in locating the needed one, controls should not be heat sensitive ones but should be positive action push buttons. There should be visual indication in the cab of the floor arrived at. Ideally there should be audio announcements of floor arrivals but in lieu thereof a textured floor number shall be on the door jamb of the floor arrived at, & on the opening side of the elevator door 44" from floor level & reachable without having to leave the cab. "Door open" intervals must be long enough for entrance or exit of persons in wheel chairs or on crutches, and the blind. Controls must be reachable by a person in a wheel chair, whether he/she enters the elevator forewards or backwards, and there should be room in the cab to turn around if possible. There shall be hand rails on 3 sides of the cab 33" from the floor. ELEVATOR POWER SHOULD NOT BE TURNED OFF IN CASE OF FIRE. SIGNAL FOR TROUBLE FROM THE CAB SHOULD BE AUDIBLE IN AN OCCUPIED PLACE WITH PERSONNEL TRAINED FOR SUITABLE ACTION. STAND-BY POWER SOURCE DESIREABLE IN EVENT OF POWER OUTAGE OR OTHER EMERGENCY.			
DRINKING FOUNTAINS Cont'd on next page	46	DRINKING FOUNTAINS shall be hand and foot operated and the drinking spout and hand controls shall be up front or on the side, and the top of the basin shall be 30" (Maximum from the floor. Recessed water fountains are not recommended because of inaccessibility to wheel	(AB)CDEFGHK * (2 pictures marked #46a, 46b)		

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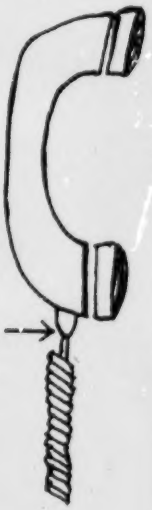
DRINKING FOUNTAINS Concluded		chair user. An alcove, likewise, is not wise unless wider than wheel chair.			
TELEPHONE	47	TELEPHONE - If in booth, door must be wide enough to accept a wheel chair (at least 32" clearance) and have no curb. Dial, telephone coin slot, and coin return lever should be no higher than 48". The number of the pay phone should be written in Braille for the blind. Hearing aids with telephone switches are usable with public phones only if the GROMMET (a small device over telephone cord as it enters the receiver) is either missing or blue; not usable if grey or black. One public phone per building should be equipped with blue-grommet or no-grommet phone. Available only upon request from the Bell System and from some independent systems. If there are multiple phones, at least one should be wall mounted with the working parts, mentioned above, no higher than 36" for wheel chair users. If a writing shelf is provided, it should be no higher than 35" but 31" is preferred. It is desirable to equip one phone with a special control designed for the hearing handicapped, and this should be clearly marked for sighted and blind. ("Volume Control Handle", available for small monthly charge from telephone co., used with all but Trimline phones or ones in noisy location; special "noisy control handle" for noisy areas.) Telephone books should be available for reading at 30" from the floor.	(ABK)L(M) *(4 pictures marked #47a, 47b, 47c, 47d) 		

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ESSENTIAL CONTROLS & EQUIPMENT	48	FIRE ALARMS & INSTRUCTION FOR USE & FIRE EXTINGUISHERS & INSTRUCTIONS FOR USE need to be mounted so the parts needing to be reached or read shall be no more than 44" from the floor. Symbol & Diagram for non-readers.	(ABGHJK) *(1 picture marked #48)		
	49	SWITCHES & CONTROLS for lights, heat, ventilation, draperies shall be placed within reach of people in wheel chairs 48" maximum from the floor.	ABK		
	50	CONTROLS FOR OPENING & CLOSING WINDOWS may be less accessible because of radiators & recessing of some windows & therefore require special consideration to place controls within reach	ABK		
WARNING SIGNALS	51	Simultaneous auditory & visual warning systems, such as a flashing beeper, are used for building evacuation to warn either the blind or the deaf	(LM)		
LIGHTING LEVELS	52	For people with vision problems but with sight, and hard of hearing people, extra illumination may be required for reading and/or for lip reading. Good lighting is essential to outline steps and passages.	(LM)		
IDENTIFICATION	53	TACTILE & GRAPHIC IDENTIFICATION NEEDED FOR BLIND OR NON-READERS for room numbers, rest room (male and female), restricted areas, danger zones, stair well doors, elevators, exits, one way passage, etc. at 4 ft. from the floor and on both sides of the door jamb.	(JL)		
TOILET ROOMS (WITH 2 OR MORE TOILET STALLS	54	ENTRY must avoid "Double Door Trap" (see DOORS) & have an open area beyond the entry to allow wheel chair passage & turns(about 48"); have at least one toilet stall 3 ft. wide minimum by 5 ft. deep with the door swinging out on the 3 ft. side providing for a 32" clear opening & so located to permit a wheel chair to turn into it.	(AB)E		

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TOILET ROOM (FOR SINGLE OCCUPANT)	55	In order to provide turn around space, toilet room should have 60" x 60" clear space.	(AB)		
	56	THE TOILET SEAT should be 20" from the floor, have a cover which serves as a back rest strongly supported & at an angle of 100° from seat. Hinges should be heavy duty, & seat should not be pitched toward center. Beneke Extra Heavy Duty Seat & Cover Model 721 (open front) or Model 720 (closed front), Beneke Corporation, Columbus, Miss. 39701 or Classic Model 549 (trade name "BADGER"), solid plastic seat, open front with cover in black or white - Hulbert Supply Co., 322 Pine St., Burlington 05401	(ABC)		
	57	HAND OPERATED FLUSH LEVER is preferred over a push button operated lever and must be reachable by a person in a wheel chair and be no higher than 40". (Foot operated flush lever to be avoided for walking-standing-balancing problems) a push button lever, located at bottom of tank near corner of side and front, should be a feasible alternative.	ABC		
	58	TOILET PAPER DISPENSER & SANITARY NAPKIN OR TAMPON RECEPTACLE should be within easy reach of person on toilet and be lever operated.	(ABC)GH *(1 picture marked #58 & #63)		
	59	GRAB BARS, 1½" outside diameter & with minimum 1½" clearance between bar & wall shall be installed horizontally on the walls of a 3 ft. wide toilet stall at 24" & 48" from the floor, and shall extend to within 6" of the rear wall and at least 12" beyond the front of the toilet bowl. They should be securely anchored to with-	(ABCDEFG) * (3 pictures marked #59a, 59b, 59c)		

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TOILET ROOM (FOR SINGLE OCCUPANT)		stand full adult weight without showing flexure. (The two heights of grab bars allow for either pushing up from the seat or pulling up whichever is possible. However the State & Federal laws call for 33" height and therefore will need to be installed in addition to the other heights.)			
	60	CLOTHES HOOKS should be installed on the side wall (rather than the door) within 12" of the door at 54" high for person of full height; lower for smaller person.	ABCK		
	61	A BAG HOOK should be installed at 36" from the floor on the side wall near the front end of the toilet	ABI		
	62	URINALS - Height of lip not higher than 18" from the floor and preferably less	(AB)K		
	63	BOOK SHELF (for books & belongings) bottom should be 36" from the floor without protruding support brackets: Top, 40"	(AB) *(1 picture marked #58 & #63)		
	64	LAVATORY - Maximum height of basin should be 31". Minimum clearance of bottom of apron 27" from floor (to permit wheel chair & knees to slide under). If counter mounted, bowls should be placed at front edge for easy reach. Faucet controls should be lever type & have tactile markings for H & C. Hot water & drain pipes should be insulated if located to permit body contact by wheel chair user without temperature perception. Soap dispenser should be within reach and operable with one hand. Where foot operated lavatories are used, there should be at least one hand operated one available. Pocket book shelf near lavatory helpful to blind.	(AB)KL * (1 picture marked #64, 65,&66)		

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TOILET ROOM (FOR SINGLE OCCUPANT) Concluded	65	MIRROR over lavatory for the wheel chair user shall be mounted so bottom of glass is within 36-40" and top 72-74" of the floor (or with the mirror mounted to side of lavatory at the same height)	ABCK * (1 picture marked #64, 65, & 66)		
	66	PAPER TOWEL DISPENSER & TAMPON OR SANITARY NAPKIN DISPENSER shall be wall mounted by lavatory used by wheel chair user with dispensing slot no higher than 40" from the floor. Other drying means shall be similarly mounted. If waste paper receptacle is wall mounted, slot must be within reach of wheel chair user.	(ABK) *(1 picture marked #64, 65, & 66)		
	67	In rest rooms for single occupant with latch on room door, latch must be operable by "key" from outside in event occupant needs help.	AB		
SHOWERING & BATHING	68	SHOWER STALLS - 32" x 42" with entry on the long side or 36" x 36" (Powers-Fiat Corporation, 1 Michael Court, Plainview, N.Y. 11803 or Equivalent) Floor should be non-slip.	(ABC)L		
	69	SHOWER STALL WITH CURB - Transfer from side of wheel chair must be possible. Therefore placement of shower stall in the room, the opening in the stall, & the seat in the shower must be planned to permit rear wheel chair wheel to extend beyond the shower seat thus allowing transfer from wheel chair to shower seat. A slatted (teak) bench is the seat of choice, and should be 19" from the floor & extend as close as possible to stall opening to facilitate transfer to & from wheel chair, and to allow curtain to close between the two.	(ABC) *(1 picture marked #69 & 75)		
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SHOWERING & BATHING Cont'd	70	SHOWER STALL WITHOUT CURB - Wheel chair may be driven into shower stall & therefore a folding toilet type shower seat can be used as an alternative to the slotted bench, such seat to be 19" from the floor and centered on the wall either to the right or the left of the opening to allow transfer. (For wall-mounted fold-up shower seat: Winco Model 24, Winco Co., Inc., 3062 46th Avenue, North St. Petersburg, Florida 33714 or equivalent).	(ABC)L *(3 pictures marked 70a, 70b, 70c)		
	71	SHOWER CURTAIN - Anchored at one end & movable by an attached wand at other end which comes to within 30" of floor; or by pull cords. SHOWER DOORS ARE NOT RECOMMENDED.	(ABC)		
	72	SOAP DISH - Wall mounted 36" from shower floor and within reach of fold up seat or slotted bench & large enough to accommodate bath accessories (soap, shampoo, etc.) or accompanied by a shelf	(ABC)		
	73	GRAB BARS FOR SEATED SHOWER USER. Horizontal grab bar 16" to 18" long on wall opposite shower seat; fixed bar at side of the seat should be 30" long. The one on shower stall opening must be hinged to either swing up or be removed for entrance & exit, & when down & in use secured in stirrups. All grab bars should be 28" above shower floor.	(ABC)		
	74	GRAB BARS FOR STANDEES WITH STANDING INSTABILITY, the blind, or wheel chair users who stand to transfer from chair to shower seat. There should be a vertical grab bar the bottom of which should be 28" above the floor and 36" long mounted	(DEFG)L		

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SHOWERING & BATHING Cont'd		on the wall opposite the seat and 12" back from the stall opening. Suitable anchorage, referred to before, applies here.			
	75	SHOWER HEAD & CONTROLS - Shower head should be ha - held on a 66" flexible hose (ALSON or equivalent) which can be used detached or hung at different heights on a vertical rod which should extend from 24" above the floor to 6 ft. above the floor, and mounted on the wall opposite the shower seat and within 6" of the wall opposite the stall opening.	(ABC) *(1 picture marked #69 & 75)		
	76	THE STUB WALLS intruding into the shower stall opening shall not exceed 3 inches on either side.	(ABC)		
	77	FIXED WATER SUPPLY, where the hose attaches, will be centered on the wall opposite the shower stall opening & at a height of 42" from the floor. A rotary lever type control, to avoid inadvertant temperature changes, should be located below the fixed water supply or centered on the wall opposite the seat immediately above the grab bar. Ideally, to avoid burns, an anti-scald mixing valve should be included or some type of water temperature control so water temperature cannot exceed 110° (This applies both to Shower & Tub.). The controls should incorporate the use of a pressure balance valve needed to protect the shower user from sudden temperature changes when water is used elsewhere in building.	(ABCL)		

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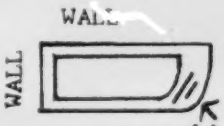
SHOWERING & BATHING Continued	78	BATH TUB - A corner tub (American Standard #2195.139 for right hand outlet or 2197.135 for left hand outlet or equivalent) is more easily entered by a wheel chair user because the free corner offers space for the transfer. The corner sitting surface should have non-skid strips.	(ABC)DEF(G) *(2 pictures marked #78a, 78b)  CORNER TUB		
	79	If a RECESSED TUB is used, care of location of controls & spout is important. Wheel chair user gets into tub by head-on approach to one end of side, sits on edge of tub which should have non-slip strips, lifts legs into tub, turns legs toward opposite end holding grab bar on wall opposite entry and edge of tub, and then slides body into tub. Therefore, care should be given to locating spout & controls to be in front of user when seated in tub. The end entered may be determined by other fixtures & wall contours in relation to space for wheel chair.	(ABC)		
	80	IF A TUB IS USED, must have either non-slip strips or non-slip surface in bottom.	(ABC)		
		ESSENTIAL FOR EVERYONE - Tub should <u>not</u> have shower doors because track on edge precludes sitting during transfer.	(ABC)		
	81	SOAP DISH <u>FOR TUB</u> - enlarged for soap & other bathing accessories, centered on long wall & 18" from tub bottom	(ABC)		
		<u>FOR SHOWER</u> - on wall opposite entry & 58" from tub bottom, enlarged for bathing accessories	ABCDEFG *(1 picture marked #81 & 82)		

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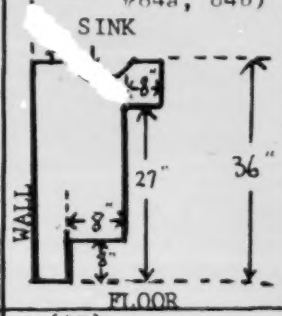
SHOWERING & BATHING Concluded	82	GRAB BARS BY TUB - There shall be a 36" long horizontal bar centered on the long side of the tub & just above the top of the tub; a vertical bar on the same wall 24" long extending from 6" above the top of the tub upward and placed 24" from the open end of the tub. A second vertical grab bar 36" long should be mounted 6" from the top of the tub & 12" from the edge of the tub on the controls wall.	(ABC)DEF(G) *(1 picture marked #81 & 82)		
GENERAL SUGGESTIONS ON CONTROLS	83	THERE ARE PERSONS WITH SPECIAL HAND CONTROL NEEDS (arthritis, muscle weakness, amputees, congenital defects) which may require special shower, lavatory, tub or kitchen sink controls. Beyond this, whatever is used for the blind must have surface markings (tactile) to differentiate hot and cold.	BGHIL		
KITCHEN	84	SINK - For use by wheel chair user. Sink counter has to be custom made to accommodate knees & feet in wheel chair. Recess for knees - 27" from floor & 8" from floor and an added 8" in from front. To facilitate these adjustments, sink should have rear rather than center drain.	(AB)*(2 pictures #84a, 84b) 		
	85	KITCHEN COUNTER - Should be 30" from floor to under side of counter which should be no more than one inch thick	(AB) *(2 pictures marked #85a, 85b)		
	86	APPLIANCES STOVE - Controls on side or front	(ABCKL)		
	87	WALL MOUNTED OVEN with side door opening. Ideally the height of the bottom of the oven opening should be no more than 30" from the floor and with accessible controls.	(ABL)		

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KITCHEN Concluded	88	REFRIGERATOR - Options - One door with freezer in bottom & storage at top. Side by side freezer - storage.	(AB)C *(2 pictures marked #88, Extra)		
LAUNDRY	89	WASHER-DRYER - Front opening with controls in front.	(ABK)		
	90	IRONING BOARD - Options - wall mounted 30" from floor. Adjustable height (lever operated) ironing board.	(ABCDEFGHK)		
FURNITURE	91	BED AND CHAIR HEIGHTS 19" from floor	(ABC)K		
ELECTRIC OUTLETS	92	Should be 18" or more from floor; OSHA required 3 prong plugs for safety also offer positioning clue for the blind.	(ABC)		
GARAGE	93	All-weather connections between house & garage & without change in floor levels or with ramp	(ABC)L *(2 pictures marked #93, 94)		
	94	Omit garage door or use car port	(ABC) *(2 pictures 94,93)		
FIREPLACE	95	Should not have raised hearth which extends into room (prevents tending fire)	ABC		
ACOUSTICS	96	Rooms should have sound-absorbing properties for the comfort of anyone & especially for hearing aid users who have trouble comprehending speech when there is acoustic bounce from hard surfaces. Carpets, draperies, upholstered furniture, acoustic ceiling tile or islands of strategically placed & wall installed acoustic tile should be used in rooms with all hard surfaces.	(LM)		
	97	In certain school & industrial situations, where the noise level could be damaging with prolonged exposure, personal protective hearing devices (ear muffs, ear plugs) may be needed.	OSHA STANDARDS REQUIRE THIS		

SPECIFIC AREA COVERED	#	BUILDING NEED	LETTER CODE FOR AFFECTED FUNCTION (BRACKET=ESSENTIAL)	INQUIRY ANSWERS	
				CHECK HERE IF MET	CHECK HERE IF NOT MET
INTER-COMMUNI-CATIONS SYSTEMS	98	The increasing tendency to use inter-communication systems in hospitals, apart-ment houses, drive-in banks, etc. penalizes the deaf & hard of hearing. Signs, special bays, special lights, etc. should be provided for the hearing impaired.	(M)		
HEAD CLEARANCE	99	Light fixtures, signs, etc. should be 7 ft. or more above the floor.	(KL)		
CAFETERIA SERVING LINE	100	Space between food counter tray shelf & railing, if present, should be 36". If passage turns before end of food counter, added space is needed at corner for wheel chair turn.	(AB) *(2 pictures marked #100a, 100b)		
SUPER-MARKET CHECK-OUT PASSAGE	101	Space for customer check-out should be minimum of 32" for wheel chairs, canes, crutch-es, & walkerettes.	(AB)DE		
TURN-STILES	102	IF TURN-STILES are used, there must be alternate passage ways 32" wide for wheel chairs, canes, crutch-es, or walkerettes.	(ABCDE)		
TROUBLE WARNING LIGHT WITH BUZZ	103	Especially from bathrooms, but ideally from any room, there should be a trouble light with buzz to summon help when needed and should have tactile identification for the blind.	ABCL		
INVALID STICKERS	104	Available on request from fire departments, & adhered to outside of house, window where handicapped person sleeps, and on inside door jamb of room where handi-capped person sleeps, alerts fire department personnel that special help is needed.	ABCDEFGILM *(2 pictures of stickers both marked #104)		
EXITS	105	There should be 2 exits useable by handicapped (32" wide doors, suitable hard-ware, and level surfaces) for use in case of fire. They should be easily available.	(ABC)DEFG(L)		

SPECIFIC AREA COVERED	#	BUILDING NEED	LETTER CODE FOR AFFECTED FUNCTION (BRACKET=ESSENTIAL)	INQUIRY ANSWERS	
				CHECK HERE IF MET	CHECK HERE IF NOT MET
PLACE OF ASSEMBLY (AUDITORIUM, MOVIES, CHURCHES, THEATRE)	106	Any place of assembly should have level space provided for a wheel chair user so as not to block traffic, to allow visability for user, & to meet fire laws. Ramps should be provided where elevation differences require steps. (Accessible rest roors & telephone essential)	(ABC)		
CHALKBOARD (CLASSROOM OR LABORATORY)	107	1½" outside diameter hand rail or grab bars, horizontal & 3" above chalk tray and/or vertical from chalk tray up for 36" at both ends of 2 section chalkboard or at middle & both ends of 3 section board, & 1½" clearance from chalkboard for grip, for use by mobility handicapped student or teacher.	ABCDEFG *(1 picture marked #107)		
AISLES (CLASSROOM OR LABORATORY)	108	At least one aisle, if desks or tables are fixed, should be a minimum of 36" wide, preferably next to chalkboard with accessibility to exit door, and with 60" x 60" turn around space at end for wheel chair.	(ABC)		
WORK SPACE FOR WHEEL CHAIR USER	109	If desks are fixed, one or more next to aisle should be removable to permit space for wheel chair & appropriate work table (desk, table, plywood fitted to wheel chair) plus space for suitable book & supply storage; in laboratory, table height consideration may be needed & knee space for wheel chair user	(AB)		
TABLE & DESK HEIGHTS FOR WHEEL CHAIRS	110	Table, desk, laboratory benches, etc. should be of such height to allow wheel chair arms to slide under top. Because wheel chairs come in different sizes, measurement from floor to top side of chair arm will serve as a guide. Table (etc.) top should be from 1" to 1½" thick & with space under top sufficiently wide to clear for wheel chair user's feet & knees.	(AB) *(1 picture marked #110)		

SPECIFIC AREA COVERED	#	BUILDING NEED	LETTER CODE FOR AFFECTED FUNCTION (BRACKET=ESSENTIAL)	INQUIRY ANSWERS	
				CHECK HERE IF MET	CHECK HERE IF NOT MET
CORRIDOR WIDTH	111	Corridors must be a minimum of 60" wide for 2 wheels or 1 wheel chair user & 1 crutch walker to pass. (Regulation needed to insure keeping to right to protect blind from collisions.)	ABCDE		
CORRIDORS LONGER THAN 20 FT.	112	For corridors longer than 20 ft. there should be hand rails on one or both sides at 32" height, round & 1½" in diameter and with 1½" clearance from wall to permit hand grip for use by mobility handicapped persons (Rails offer support to mobility handicapped & guide the blind.)	DGHI		
COAT RACKS STUDENT STORAGE	113	When due to any limitation existing storage facilities for coats & supplies are not feasible (door closures, heights of shelves or hooks, etc.) a coat rack or locker may need to be improvised which offers the same capacity for privacy & safety which lockers provide.	ABCGHKL		
SWIMMING POOL	114	(NOTE: Building Needs # 10, 16, 22, 28, 41, 42, 53, 54 - 59, 67 - 76, 82 could all apply to rooms, etc. needed in conjunction with pool use.) SHALLOW END. (water depth) 36" & 2 means of entrance - egress; Stairs(each with 2 railings) Ramp (one above the other) 32" 18" and 42" apart on ramp with actual clearance between rails of 38" and outside rail diameter of 1½" (If either railing is next to pool side there should be 1½" clearance to allow space for grip.) DEEP END Standard ladder at side(s)	(ABCDEFGHI)K(L)		
Cont'd on next page					

SPECIFIC AREA COVERED	#	BUILDING NEED	LETTER CODE FOR AFFECTED FUNCTION (BRACKET=ESSENTIAL)	INQUIRY ANSWERS CHECK HERE IF MET	INQUIRY ANSWERS CHECK HERE IF NOT MET
SWIMMING POOL Concluded		TRANSFER CHAIR FOR WHEEL CHAIR/BRACE USER Canvas upholstered shower chair with wheels to transfer from shower so chair can be rolled into pool MOLDING AROUND POOL (OR SHALLOW END) Railing or molding of sufficient height to prevent wheel chair rolling into pool; textured surface 36" from pool edge & around entire pool to warn the blind WARNING LIGHT To get attention or warn deaf swimmer PORTABLE WEIGHTED STANCHIONS WITH ROPE Weighted stanchions higher than water height at maximum water depth for pool use by non-walkers or blind, and strung with rope the width of pool provide rope to grasp and can be moved to desired depth for swimmers of different sizes & disabilities TEMPERATURE ADJUSTMENT POTENTIAL While most pool temperatures are kept at 75°, the ideal is to construct pool to go to 85° maximum, useful for some handicaps (Therapeutic pools should have provision for maximum temperature of 97°.) (NOTE: There is no reference to a HYDRAULIC LIFT, an alternate means of exit/egress because use is time consuming. However, as modification to existing pool it could be essential for use by the handicapped.)			
TRANSPORTATION (FOR SCHOOL, JOB, RECREATION, ETC) Cont'd on next page	115	PUBLIC TRAIN Train platform should be at same level as car floor with ramp to platform, & aisles must be 30" wide with compartment & rest room accessible & usable.	(AB)CDEFG(L)		

SPECIFIC AREA COVERED	#	BUILDING NEED	LETTER CODE FOR AFFECTED FUNCTION (BRACKET=ESSENTIAL)	INQUIRY ANSWERS CHECK HERE IF MET	INQUIRY ANSWERS CHECK HERE IF NOT MET
TRANSPORTATION Continued	116	PLANES - Should be similarly accessible. Transfer from wheel chair to narrow carry-on chair & then to plane seat necessary. Rest rooms inaccessible to wheel chair users in all planes.	(AB)CDEFGL		
	117	BUS OR VAN - Access impossible to wheel chair user or long leg braces & crutches without folding ramp or hydraulic lift which are commercially available. Again aisle & car floor space critical. If van is driven by wheel chair user & from wheel chair, there must be fasteners to keep wheel chair secure.	(ABC)		
	118	TERMINAL FACILITIES - All terminal facilities (ticket counter, phone, rest rooms, waiting areas, restaurants) should be accessible & usable for wheel chair users, long leg braces & crutches. There should be at least one ramped curb to enter terminal building.	(ABC)DEFGKL		
	119	SAFETY MEASURES Locked wheel chair brakes essential for transfer. Seat belts essential for non-walkers & blind; ideal for anyone.	(ABL)		
		PRIVATE (NOTES: Folding wheel chair with removable arms ideal for travel; front car seat adjusted way to rear for maximum space for brace wearer or person transferring from wheel chair.)			
	120	AUTOMOBILE Type advised in driver education for the handicapped screening (Driver Ed. for the Hand., Dept. of Rehab. Med., DeGoesbriand Hosp., Burlington, Vt. 05401) usually 2 door	(ABC)DEFGK		

Cont'd on next page

SPECIFIC AREA COVERED	#	BUILDING NEED	LETTER CODE FOR AFFECTED FUNCTION (BRACKET-ESSENTIAL)	INQUIRY ANSWERS CHECK HERE IF MET	INQUIRY ANSWERS CHECK HERE IF NOT MET
TRANSPORTATION Concluded		car permits wider clearance & crutch - wheel chair storage behind driver's seat. Height of door as critical as width. Some compact cars lack space for equipment storage or brace user.			
	121	SPECIAL LICENSE PLATES Apply to town clerk for special license plate to permit parking privileges, etc. in Vermont (Note: Legislative action may change this to making application to Dept. of Motor Vehicles rather than town clerks.)	ABCDEFGH		
	122	HANDICAPPED DRIVERS In Vermont there is a progra for handicapped drivers - screening to determine safety/feasibility of driving & need for adaptations; prescription for adaptive equipment; training of school driver educators, etc. Contact Driver Ed. for the Hand. as listed under Building Need #120.	ABCDEFGHIJKM		

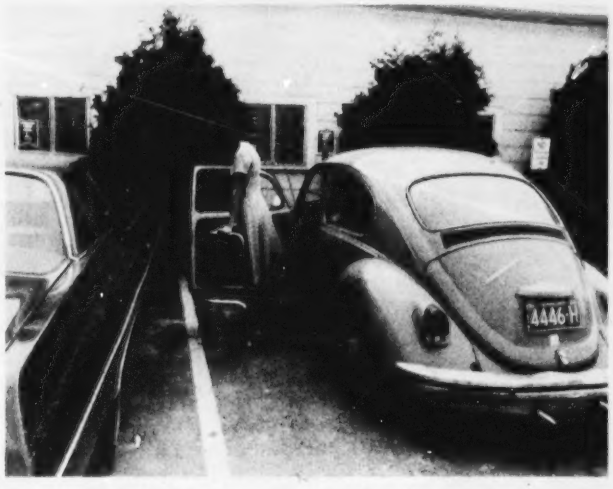
12 FOOT PARKING SPACE PROVIDES ROOM FOR FULL OPENING OF CAR DOOR

AND MANEUVERING EQUIPMENT

#1a. Handicapped person loading wheelchair

#1b. Wheelchair in transporting position in car

#1c. Crutch user preparing to enter car



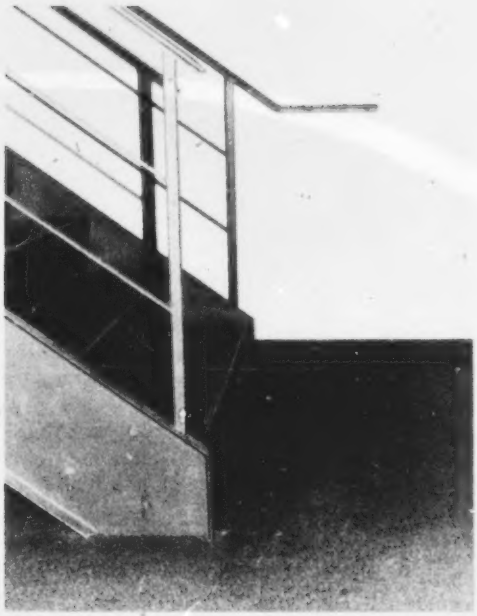
#1d. Walker user preparing to enter car.

#6. Curb break with ramp

#19. Crutch user descending steps (Note use of handrail horizontal extension

#21a. Toes catch under protruding stair tread nose preventing pulling foot up to next step

#21b. Ascending steps without protruding nose which permits sliding foot up to next step



#21c. Approved stair configuration without protruding nose

#32a. Door closer protruding hazardously into door open space

#33. Pull handle on hinge side of door making it unnecessary for a person in wheelchair to turn around and go back in room to close door

#32b. Acceptable door closer not protruding into door open space

#34. Door with glass high enough for standing person and low enough for child or wheelchair user on either side to see for safety

#45. Wheelchair user finding it impossible to reach all elevator controls

#46a. Water fountain not usable by person in a wheelchair

#46b. Water fountain usable from a wheelchair

#47a. Wall-hung phone usable from a wheelchair

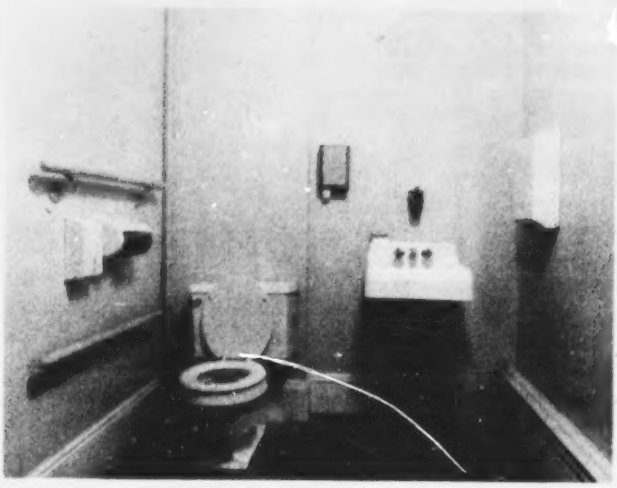
#47b. Public phones at two heights with some low enough to be usable from wheelchair or by short person

#47c. Phone booth usable by person in a wheelchair (Note fold-up seat for use by others.)

#47d. Phone booth with doors too narrow and instrument too high for use by person in wheelchair

#48. Fire alarm mounted too high for use by short person or person in wheelchair

#58. & # 63. Sanitary napkin dispenser and bookshelf mounted low enough

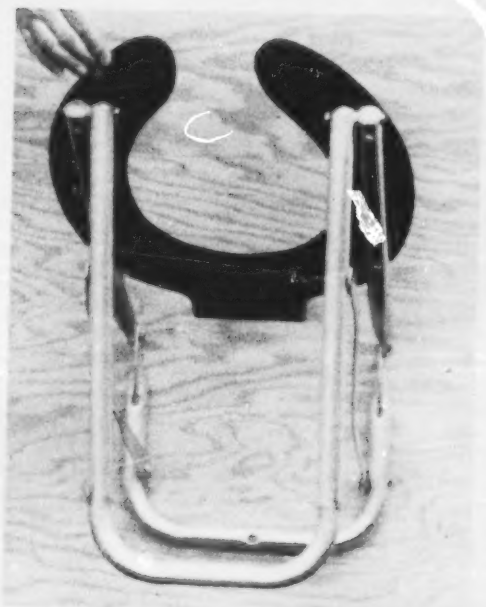


#59a. Restroom without booth. Note: room for a wheelchair aside toilet and 24" and 48" grab bars. Also note low mounted towel and cup dispensers.

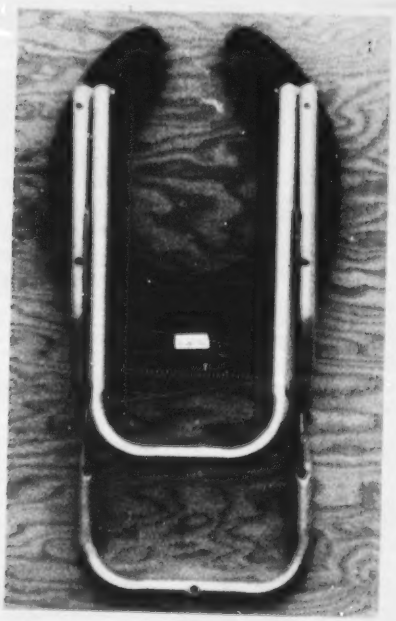
#59b. Toilet booth with grab bars at 24" and 48" Note: toilet seat cover which provides back rest for those without trunk stability

#50c. Same toilet booth with toilet seat cover down showing hazardous situation had there been no cover

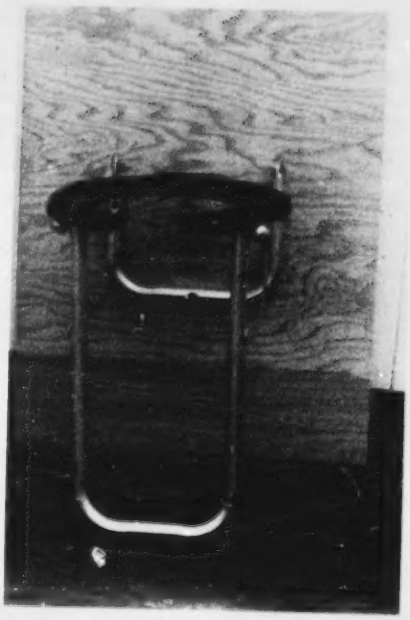
#64, 65 & 66. Usable sink (Note clearance underneath
Usable towel dispenser
One mirror low enough for short person or one in wheelchair



#70a.

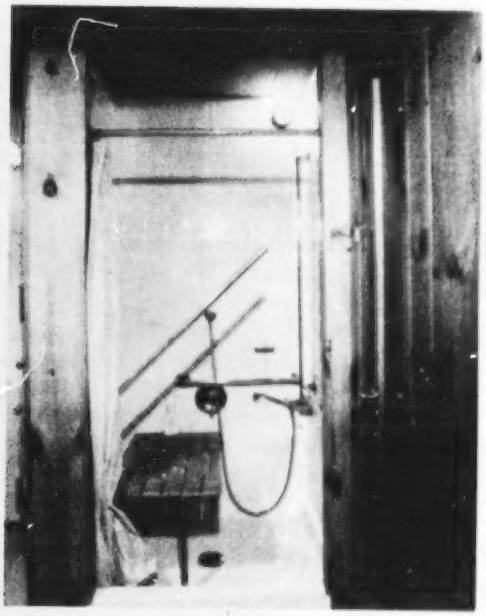


#70b.



#70c.

#70a, 70b, & 70c. Folding wall-mounted shower seat.



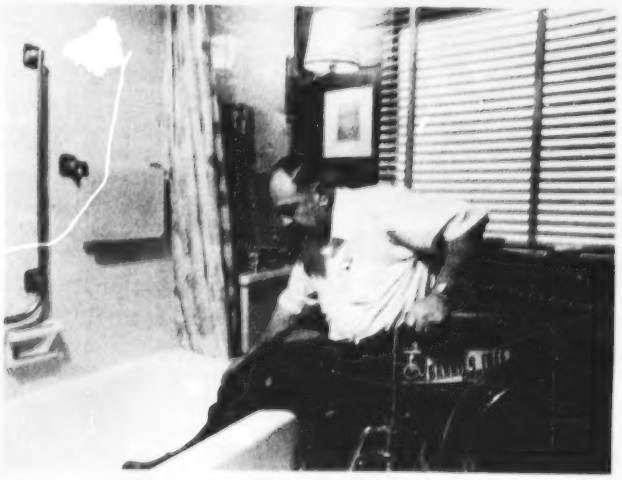
#60. & #75. Shower. Note: bench which extends almost to stall opening; hand-held shower; hinged safety bar which can be let down across stall opening

TRANSFERRING

#78a. From wheelchair to corner of tub

#78. From tub corner into tub

#81. & #82. Tub, grab bar, and soap dish arrangement



#84a. Person in wheelchair working at kitchen sink which has recessed cabinet

#84b. Kitchen sink cabinet recess for wheelchair user

#85a. Mixing counter usable at wheelchair height

#85b. Cutting board usable at wheelchair height

#88. Refrigerator-freezer combination. Note: freezer door accessible at bottom

#88. Food storage. Note: shelves on door

#93. & #94. Weather-protected passageway from garage to house

#100b. Cafeteria check-out counter with wide enough passage for wheelchair

#100a. Cafeteria serving line. Note; shelf to slide trays along. Also note that some food items are out of reach of person in wheelchair

#104.

#104. Stickers vary in shape and design and source of purchase. If not available from local fire dept. contact F.D. Products
514 West Englewood Ave.
Teaneck, N.J. 07666

#107. Horizontal railing above chalk tray providing stability for crutch walker using chalkboard

#110. Family eating bar with lower pull-out shelf for person in wheelchair

CODE LETTER	GROUPINGS OF HANDICAPS BY IMPAIRED FUNCTION
A	Wheel chair user with good arm function
B	Wheel chair user with poor arm function
C	Crutches and long leg brace(s) (One or both legs braced from waist or hips down)
D	One or 2 crutches (any type), one or 2 canes (any type) with or without short (from knee down) leg braces
E	Walker (Walkerette) - Rigid or hinged for movement, with or without brace(s)
F	Limited function in leg(s) only
G	Limited function in arm(s) and leg(s)
H	Limited function in arm(s) only
I	Medical handicap (cardiac, respiratory, problems of aging, etc.)
J	Language disorder (inability to read warning or directional signs)
K	Height - UNUSUALLY short or tall
L	Blind or with insufficient sight to permit eyes to guide body, read signs
M	Hearing handicap insufficient to hear warnings, speech (Deaf or hard of hearing)

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SOURCE OF SIGNS & ACCESS SYMBOLS FOR THE HANDICAPPED

SOURCE OF HELP SIGNS FOR HANDICAPPED DRIVERS

The next five pages illustrate and price signs useful for the handicapped, usually hard to locate, and made available in Vermont by the Governor's Committee on Employment of the Handicapped, Heritage I 81 River Street, Montpelier, Vermont 05602 (Telephone: 828-2861).

The easy availability is not only a convenience, but profits extend the work of the Governor's Committee toward employment of handicapped people.

Dear Customer:

This brochure shows what items are available through the Vermont Governor's Committee on Employment of the Handicapped. These items are manufactured in the state of Vermont for resale to you. The signs are made of linear polyethylene or vinyl that will withstand extreme weather conditions.

Any funds realized after expenses will be used to help support the activities and programs of the Vermont Governor's Committee on Employment of the Handicapped.

Sincerely,

Peter J. Grassadonia

Peter J. Grassadonia
Executive Secretary

VERMONT GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED
81 River Street
Tel.(802)828-2861 Montpelier, Vermont 05602

ORDER BLANK

DATE_____ 19__

SHIP TO (Name)_____
(Please Print)

STREET & NO._____

CITY & STATE_____ ZIP CODE_____

C.O.D.
PREPAID (Check or Money Order)
CHARGE (STATE AGENCIES AND MUNICIPALITIES ONLY)

Quantity	*Cat. No.	DESCRIPTION	UNIT PRICE	TOTAL PRICE

3% Sales Tax (Unless Exempt) Vermont Residents Only — TOTAL

NOTE: (Shipping will be paid by customer on all but prepaid orders.)

Signature_____

Materials subject to design and price change.

VERMONT GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED
81 RIVER ST., MONTPELIER, VERMONT, 05602 (802) 828-2861

CAR SIGNS: BLACK ON YELLOW
LINEAR POLYETHLENE THICKNESS .035''
6 ¼ '' x 11 ¼ ''

*CS35

*CS36

NOTE: CAR SIGNS CAN BE EITHER
RIGHT OR LEFT HANDED

BUMPER STICKERS
BLUE ON WHITE VINYL
3 3/4'' x 14 3/4''

*BS38

ACCESS SYMBOLS: BLUE ON WHITE
4'' x 4''

VINYL		REFLECTIVE
*AC42	Inside	
*AC41	Outside	*AC43

NON ACCESS SYMBOLS
BLUE ON WHITE WITH RED LINE
4 '' x 4 ''

*NA44	Inside	
*NA45	Outside	*NA46

FIRE SIGNS: RED ON WHITE
REFLECTIVE VINYL 4 '' x 4 ''

*FS47

Definition of Terms

Outside: Pressure-sensitive adhesive on the back side of the decal which can be attached to a smooth surface

Inside: Pressure-sensitive adhesive on the front side of the decal for use on glass doors or windows to indicate that this particular building is accessible

The International Symbol of Access

This International Symbol was adopted by the Assembly of Rehabilitation International at it's meeting in Dubl in September 1969.

The Symbol was recommended by the International Committee on Technical Aids, Housing, and Transportation, and was contributed by the Scandinavian Design Students Organization.

The Symbol should be used to indicate doorways wide enough to admit a wheelchair, entrances which are either at ground level or have a ramp, drinking fountains and telephones that can be reached by a person in a wheelchair, restrooms that will admit wheelchairs and which have support bars to assist disabled users, parking spaces wide enough to permit transfer from vehicle to chair, and other facilities that have been planned and constructed without barriers. It must never be used where barriers exist.

VERMONT GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED
81 RIVER ST., MONTPELIER, VERMONT, 05602 (802)828-2861

PARKING SIGNS BLUE ON WHITE
LINEAR POLYETHYLENE
THICKNESS .06"

9 x 12 *PK01 12 x 18 *PK02

9 x 12 *PK03 12 x 18 *PK04

9 x 12 *RA05 12 x 18 *RA06

INFORMATION SIGNS BLUE ON WHITE
LINEAR POLYETHYLENE - THICKNESS .06"
VINYL - THICKNESS .005"

6 x 12

LINEAR POLYETHYLENE	ARROW DIRECTION	VINYL
*IN07P	Right	*IN07D
*IN08P	Left	*IN08D
*IN09P	Up	*IN09D
*IN10P	Down	*IN10D

*IN11P	Right	*IN11D
*IN12P	Left	*IN12D
*IN13P	Up	*IN13D
*IN14P	Down	*IN14D

*IN15P	Right	*IN15D
*IN16P	Left	*IN16D
*IN17P	Up	*IN17D
*IN18P	Down	*IN18D

*IN19P	Right	*IN19D
*IN20P	Left	*IN20D
*IN21P	Up	*IN21D
*IN22P	Down	*IN22D

LINEAR POLYETHYLENE	ARROW DIRECTION	VINYL
*IN23P	Right	*IN23D
*IN24P	Left	*IN24D
*IN25P	Up	*IN25D
*IN26P	Down	*IN26D

*IN27P	Right	*IN27D
*IN28P	Left	*IN28D
*IN29P	Up	*IN29D
*IN30P	Down	*IN30D

*IN31P	Right	*IN31D
*IN32P	Left	*IN32D
*IN33P	Up	*IN33D
*IN34P	Down	*IN34D

DIRECTION SIGNS BLUE ON WHITE
LINEAR POLYETHYLENE THICKNESS .06"
VINYL - THICKNESS .005"

6 x 9

*DR39P	Right	*DR39D
*DR40P	Left	*DR40D

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ANY OF THE ABOVE PLUS:

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